



MEMORANDUM

to Kelly Eagan, Project Manager, Caltrans District 3

from Joan Chaplick, Public Involvement Specialist, MIG, Inc.

re Caltrans District 3 Corridor System Management Plan (CSMP)
Transit/Bicycle Performance Measures Project Initiation Meeting, October 1,
2010

date 10/06/10

Participants

Kelly Eagan, Caltrans District 3 Planning
Dawn Cheser, Caltrans District 3 Planning
Nieves Castro, Caltrans District 3 Planning
Anne Mahaney, Caltrans Bicycle Facilities Unit
Ryan Ong, Caltrans Headquarters Division of Mass Transportation
Robert Peterson, Caltrans District 3 Traffic
William Davis, Caltrans District 3 Surface Transportation Program
Jeff Pulverman, Caltrans District 3 Planning
Nick Compin, Caltrans Headquarters Operations
Nick Deal, Caltrans District 3 Planning
Joan Chaplick, MIG, Inc.
Andi Nelson, MIG, Inc.

Welcome and Team Introductions

Kelly Eagan, Caltrans Project Manager, welcomed meeting participants and provided brief, opening remarks about the Caltrans District 3 Transit/Bicycle Performance Measures Project. Ms. Eagan shared that this District 3 project represents a new effort by Caltrans to develop performance measures for transit/bicycle performance measures in corridor planning. The results of this project will serve as a prototype for other Caltrans Districts. Ms. Eagan invited meeting participants to introduce themselves and describe their role in the project.

Joan Chaplick, MIG, Inc., served as facilitator for the discussion and reviewed the meeting agenda and the objectives of the project initiation meeting. The meeting objectives were to share information about the project, review the schedule and tasks, discuss how the performance measures would be used, determine the benefits of developing such measures, discuss best practices, review upcoming outreach activities, and determine next steps.

Project Overview

Kelly Eagan provided background on Corridor System Management Plans (CSMPs) and the Transit/Bicycle Performance Measures Project. The CSMPs integrate capital improvements, traffic and transit management strategies into planning documents which focus on achieving a common goal: keeping people and goods moving safely and efficiently through a corridor. The annual State of the Corridor (SoTC) Reports serve to document corridor system performance and track implementation progress for each CSMP. The purpose of the CSMP and SoTC is to create a partnership planning process that focuses on system management strategies and coordinated capital investments so that all pieces of the corridor function as an efficient transportation system. Performance evaluation measures are implemented to track the effectiveness of strategies and projects.

While the 2009 CSMP and 2010 SoTC include state highway system (SHS) performance measures, there is a lack of performance data for the non-SHS transportation modes, such as transit and bicycle modes. Performance measures are an integral part of corridor management and investment decision making and help identify efficient and effective system operational strategies and capital improvements.

The desired outcome of the Transit/Bicycle Performance Measures Project is to improve mobility along the CSMP corridors by focusing on the integrated management of the entire transportation network, including select freeway and parallel roadways, transit, and bicycle components of the corridor. The measures will be developed in consultation and coordination with local partner agencies and stakeholders.

Project Schedule and Tasks

The project includes the following tasks to be completed within a four month timeframe.

- Identify best practices that can help inform development of the transit/bike performance measures.
- Conduct phone interviews with selected stakeholders to get their advice on the approach and best practices. Also, identify potential participants for working group sessions.
- Facilitate working group sessions to discuss development of performance measures.
- Review draft performance measures with Caltrans and working group members.
- Finalize transit and bicycle performance measures.

Use of Performance Measures

Meeting participants identified and discussed the use of performance measures. Transit and bicycle performance measures will be used to:

- Inform and add value to the regional planning processes.
- Factor into SoTC Reports.
- Document Caltrans' transit and bicycle projects and actions.

- Reinforce Caltrans' value of all transportation modes and establish a strong policy statement.
- Facilitate collaboration between Caltrans, agencies, and jurisdictions and develop measures that agencies and jurisdictions will recognize.
- Provide a prototype for use by other Districts and establish best practices for the State.
- Address challenges and gaps to accessibility, mobility and connectivity.
- Provide an opportunity to establish transit and bicycle baseline data or metrics.

Methods to Measure Performance

Methods to measure transit and bicycle performance surfaced as an important aspect of performance measure development. Meeting participants discussed methods that could be used to determine a current state of the transit and bicycle data in the District. The following statements and recommendations emerged from this conversation.

- We need reliable baseline data to measure transit and bicycle performance. While some sources may not be ideal or have the information organized in a manner that would be most useful to us, there are established data sources we can use. These include:
 - National Household Travel Survey (NHTS).
 - Caltrans data (number of miles in corridor network, number of miles available to bicycles, and number of feet along corridor shoulders).
 - Number of people (through put data) along corridor; the efficiency and effectiveness of the corridor.
 - Local and regional transit data that is reported to the FTA (transit funding, miles, and ridership information).
 - Existing barriers to transit and bicycle use.
 - Safety data including number of bicycle/traffic collisions.
- Methods should focus on measuring performance from a corridor perspective rather than a local perspective.
- Methods should focus on performance measure outcomes rather than the corridor bicycle and transit outputs.
- It is important to collect transit and bicycle data specific and applicable to performance measures.
- Qualitative data, in addition to quantitative data, can be used to assess performance measures.
- Existing performance measures can be a resource; such as Multi-Modal Levels of Service in the 2010 Highway Capacity Model (HCM), nationwide.
- Maintaining cost-effectiveness is important when determining the ability to measure transit and bicycle performance.
- The availability of credible, current data is a challenge.

Benefits of Developing Performance Measures

Meeting participants discussed the benefits of developing transit and bicycle performance measures. Participants agreed there was some overlap with the previous conversation of measure uses. Some of the benefits of the measures (and the results they help achieve) include:

- Increase transit ridership and bicyclists on identified state corridors in the District.
- Increase the capacity of corridor, congestion and delay, which will benefit transit in the short-term.
- Increase accessibility, mobility and connectivity, especially for commuters.
- Increase transit and bicycle use along the corridor.
- Encourage transit and bicycle facility consistency statewide.
- Validate and maintain support for projects that benefit multi-modes.
- Benefit the economy, environment, and equity.
- Support California SB 375 goals.
- Provide an opportunity for agencies to be involved in the development of performance measures.
- Validate funding needs and advocate for transportation projects.
- Achieve CSMP Agreements.
- Increase the frequency and reliability of express buses, thereby increasing transit agency revenue.
- Provide an opportunity to collect data for corridor planning and other planning efforts.
- Meet SACOG Blueprint goals to reduce vehicle-miles traveled (VMT) and encourage alternative modes of transportation.
- Encourage contiguous measures across Caltrans districts.

Best Practices

Several best practices and model performance measures were referenced throughout the meeting. Meeting participants suggested the team refer to the following sources:

- Sacramento Area Council of Governments (SACOG) performance measures.
- Caltrans District 3 bike plans.
- Statewide Bicycle Plan.
- State performance measures.
- Established protocols and practices, such as Multi-modal Level of Service in the 2010 Highway Capacity Model (HCM), nationwide.
- Performance measures that evaluate the outcome, such as the through put of people on a given corridor.
- Agency general plans and bike plans may include relevant data and policies.
- Highway design manual, including shoulder dimensions and maintenance standards.
- Measuring Transportation Network Performance (NCHRP 08-67).

- Caltrans Mass Transportation Performance Measures.

Upcoming Outreach

Outreach for this project is anticipated to take place over a three-to-four-month time-frame. Outreach activities will target transit and bicycle stakeholders and will include a facilitated best practices discussion, eight-to-ten phone interviews, and a two-to-three-hour working group session.

Meeting participants identified potential stakeholders and partner agencies to participate in upcoming outreach activities and to provide transit and bicycle-related data. The following were identified:

- Regional Transportation Planning Agencies (RTPA) in each corridor. Participants emphasized working with CSMP partnerships and stakeholders initially.
- Districts, and cities and counties, including Sacramento County, City of Elk Grove, Folsom, Davis, and others.
- Air Quality Management District (AQMD).
- Sacramento Area Bicycle Association (SABA).
- SACOG Transit Coordination Committee
- California Bicycle Advisory Committee (CBAC), a key bicycle advocate in the state.
- Meeting to solicit input from agencies on Transit Performance Measures.
- Meeting to develop Bicycle Performance Measures.

Next Steps and Conclusion

MIG will send all project materials electronically for Project Team review, with a clear deadline for submitting comments and suggestions for improvement. Content experts will be asked to review reference materials and other documents generated through this process before they are distributed to the team. Kelly Eagan will serve as the main point of contact for team communications and materials distribution.

The following action items were identified:

- Draft meeting minutes for team review (MIG, Wednesday, October 6, 2010).
- Set up and confirm a focused meeting (preferably a conference call) of identified RTPAs including: PCTPA, Caltrans, MIG, SACOG, NCTC, EDCTC, and BCAG (MIG, Kelly Eagan and Jeff Pulverman, week of October 4th or 11th).
- Provide Best Practices examples and additional key stakeholders to MIG (Project team, week of October 4th and 11th)
- Research Best Practices (MIG, Project Team, week of October 4th)
- Draft initial list of stakeholders to be contacted during Outreach Process for team review (MIG, Project Team, week of October 11th)

- Draft initial list of stakeholder interview questions for team review (MIG, week of October 11th)
- Conduct eight-to-ten stakeholder interviews (MIG, October, 2010).
- Present key findings from outreach activity to team (MIG, November, 2010)

The project team will identify dates for the next team meeting as the outreach activities are conducted and key findings are determined.